



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

February 17, 2025

REGIONAL MEMORANDUM

No. **158** s. 2025

CORRIGENDUM TO REGIONAL MEMORANDUM NO. 067, S. 2025
RE: BATCH 4 TRAINERS METHODOLOGY LEVEL 1 (TM1)
TRAINING OF SENIOR HIGH SCHOOL (SHS)
TECHNICAL VOCATIONAL LIVELIHOOD
(TVL) TEACHERS

To: Schools Division Superintendents
All Others Concerned

1. In reference to Regional Memorandum No. 067, s. 2025, this Office, through the Curriculum and Learning Management Division (CLMD), clarifies the schedule of activities on the conduct of Batch 4 Trainers Methodology Level 1 (TM1) Training of Senior High School (SHS) Technical Vocational Livelihood (TVL) Teachers at TESDA 8 Regional Training Center (RTC), Abucay, Tacloban City:

Date	Activities	Venue
March 2, 2024	Arrival of the Participants and General Orientation	TESDA 8 RTC, Abucay, Tacloban City <i>(Link will be emailed to the participants)</i>
March 3-12, 2025	10 days Face-to-Face Sessions	
March 13-25, 2025	13 days Virtual Sessions	
March 25, 2025	Arrival of the Participants for the 2 nd Phase of the Face-to-Face Training and Conduct General Feedback	TESDA 8 RTC, Abucay, Tacloban City
March 26-April 4, 2025	10 days Face-to-Face Sessions	
April 4, 2025	Closing Program	
April 7-12, 2025	Trainers' Methodology Level 1 Competency Assessment Schedule (6 days of Assessment, 6 pax per day)	
May 29-30, 2025	Virtual Post-Trainers' Methodology Conference	

2. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosure: As Stated

References: DM-OUHROD-2024-1146, RM No. 1282, s. 2024,
RM CLMD-2024-529, RM No. 067, s. 2025

To be indicated in the Perpetual Index under the following subjects:
BATCH 4 SHS-TVL TRAINERS METHODOLOGY

CLMD-ESF



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TRAINERS METHODOLOGY LEVEL I PROGRAM OF ACTIVITIES

March 2, 2025 – April 4, 2025

TRAINING SCHEDULE: March 2, 2025 – April 4, 2025

NO. OF DAYS: 33 days of Actual Training

March 2, 2025 Sunday	Opening program Part 1: <ul style="list-style-type: none">• Settling In- and Registration• Opening Proper• House Rules• Setting of Expectations			Opening program Part 2: <ul style="list-style-type: none">• Trainer's Orientation on Course Overview and Pre-Test• Fill- out form for TMI assessment			Day 0	
DATE	Unit of Competency	Module Title	Module Content	Activity	Expected Output (Portfolio)	Methodology	Venue	DAY
March 3, 2025 Monday	Opening Program Plan Training Session			Planning Training Session			1	
			<ul style="list-style-type: none">• Identify learner's training requirements• Prepare session plan• Prepare instructional materials• Prepare assessment instruments (institutional)• Organize learning and teaching resources	<ul style="list-style-type: none">• Study sample Plan Training Session Portfolio• Practice written test examination• Practice Demo on COC1	<ul style="list-style-type: none">• TNA FORMS• Session plan for one unit of competency• CBLM for one Learning Outcome• Institutional Competency Evaluation Tool for one competency• Table of specifications• Task for demonstrations• Individual update Achievement Chart and Progress Chart	Lecture Discussion	TM Room	

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March 4, 2025 Tuesday	Facilitate Learning Session	Facilitating Learning Session	<ul style="list-style-type: none"> • Prepare training facilities/ resources • Conduct pre-assessment • Facilitate learning sessions • Conduct competency assessment • Review training delivery 	<ul style="list-style-type: none"> • Study sample Facilitate Learning Session Portfolio • Practice written test examination • Practice Demo on COC1 	<ul style="list-style-type: none"> • Training Activity Matrix • Achievement Chart • Progress Chart • Pre-Test • Post Test • Three(3) trainees as props • <i>Individual update Achievement Chart and Progress Chart</i> 	Lecture Discussion	TM ROOM	2
March 5, 2025 Wednesday	Supervised Work-Based Learning	Supervising Work-Based Learning	<ul style="list-style-type: none"> • Establish training requirements for trainees • Monitor work-based training • Review and evaluate work-based training effectiveness 	<ul style="list-style-type: none"> • Study sample Supervised Work-based Learning Portfolio • Practice written test examination • Practice Demo on COC1 	<ul style="list-style-type: none"> • TNA for Industry Potential Partners <ul style="list-style-type: none"> ◦ Training Facilities ◦ List of Tools, Equipment and Materials • MOA / MOU • Training Plan • Trainees Record Book • Trainees Progress Sheet • <i>Individual update Achievement Chart and Progress Chart</i> 	Lecture Discussion	TM ROOM	3
March 6, 2025 Thursday	Maintain Training Facilities	Maintaining Training Facilities	<ul style="list-style-type: none"> • Plan and schedule maintenance activities • Implement housekeeping activities • Maintain training equipment and tools • Document maintenance inspection 	<ul style="list-style-type: none"> • Study sample Maintain Training Facilities Portfolio • Practice written test examination • Practice Demo on COC1 	<ul style="list-style-type: none"> • Workshop Layout • Equipment Maintenance Inspection Checklist • Equipment Maintenance Schedule • Purchase Requisition • Waste Management Plan • Waste Segregation List • Workshop Inspection Checklist 	Lecture Discussion	TM ROOM	4

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March 7, 2025 Friday	Utilize electronic media in facilitating training	Utilizing electronic media in facilitating training	<ul style="list-style-type: none"> Present a lesson through direct video footage/ capture Present lesson via film viewing method Utilize computer and multimedia technology to present a lesson 	<ul style="list-style-type: none"> Practice demo setting Smart TV/ Projector to the Laptop Practice written test examination Practice Demo on COCI 	<ul style="list-style-type: none"> Individual update Achievement Chart and Progress Chart PowerPoint Presentations for COC 1 demo Individual update Achievement Chart and Progress Chart 	Lecture Discussion	TM ROOM	5
Trainer: Engr. Ricky Piandong Co-Trainers: Team Tacloban City: Rachel Penalosa, Armie Joy Fumar, Glenn Bazar, Dennis Labutap, Juliet Rama								
March 8, 2025 Saturday	Conduct Competency Assessment	Conducting Competency Assessment	<ul style="list-style-type: none"> Organize assessment activities 	<ul style="list-style-type: none"> Practice demo setting Smart TV/ Projector to the Laptop 	<ul style="list-style-type: none"> Accomplished Application Form 	Lecture Discussion	TM ROOM	6
March 9, 2025 Sunday			<ul style="list-style-type: none"> Prepare the candidate Gather evidence Make the assessment decision Record assessment results Provide feedback to candidates 	<ul style="list-style-type: none"> Practice written test examination Practice Demo on COCI 	<ul style="list-style-type: none"> Accomplished Attendance Sheet Accomplished Self-Assessment Guide Assessors Guide CARS ID CARD Letter of Assignment as TESDA Representative Letter of Appointment Ratings Sheet Three(3) trainees as props Individual update Achievement Chart and Progress Chart 	Lecture Discussion	TM ROOM	7
March 10, 2025 Monday						Lecture Discussion	TM ROOM	8
March 11, 2025 Tuesday						Lecture Discussion	TM ROOM	9
March 12, 2025 Wednesday						Lecture Discussion	TM ROOM	10
Trainer: Engr. Ricky Piandong Co-Trainers: Team Leyte: Dyna Abala, Mark Joe Abril, Rodrigo Dacara, Zyrah Espares, Virginia Cajate								

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NON FACE-TO-FACE / ASYNCHRONOUS (13) DAYS							
March 13 - 22, 2025			On line meeting using google meet At least 2 hrs.	• Presentation of Portfolio output individual for COC1	Online Discussion	Google Meet	10 days
March 23 - 25, 2025				• Presentation of Portfolio output for COC2	Online Discussion	Google Meet	3 days
FACE to FACE (10 DAYS)							
March 25, 2025	Conduct of the General Feedback based on the Online Training						
March 26 - April 2, 2025	PRACTICE DEMONSTRATION COC1 AND COC2 COC1 : DELIVER TRAINING SESSION COC2 : CONDUCT COMPETENCY ASSESSMENT					8 days	
April 3, 2025 Thursday	POST TEST AND REVIEW FOR NATIONAL ASSESSMENT and CLOSING PROGRAM					1 day	
April 4 2025 Friday	CLOSING PROGRAM					1 day	

Prepared by:

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Noted by:

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